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OCR BRJ

13 June 1956

TO: Office of Central Reference
Attn: Mr. [REDACTED]

25X1A9a

SUBJECT: Progress Report of Records Survey

1. The initial survey has been completed and record control schedules prepared for the following components of OCR:

Office of Assistant Director
Administrative Staff
Operations Staff
Special Register
Industrial Register

2. As of this date a total of 6610 cubic feet of records have been inventoried, appraised and segregated into 118 separate items on the records control schedules. Of the total volume, less than 1% have been appraised as having permanent historical value. However, the largest portion of the records of temporary value are those collections maintained by the Registers together with the IBM card indexes. These types of library collections can only be retired or destroyed based upon activity and use, so many of these documents will be retained for an indefinite period.

3. Attached is an inventory of filing equipment showing a replacement value of \$251,507.60.

4. Project is approximately 25% complete.

[REDACTED]
Records Analyst

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